

JOB OPENING

**THEATER OPERATIONS MANAGER
LEYDEN HIGH SCHOOL DISTRICT 212**

DATE: June 10, 2026

AVAILABLE July 1, 2026

SALARY \$35.00 / hr.

**TERMS OF
EMPLOYMENT** 12 Months. This is a union position.

REQUIREMENT Bachelor's Degree in Theater Technology or related field preferred
Scenic, lighting, and sound design expertise
Extensive Fine Arts production experience

HOURS 40 hours per week

BENEFITS Paid holidays per union contract
Paid sick leave days per union contract
Vacation days per union contract
Insurance participation
IMRF participation

See accompanying job description for details.

If you are interested, please complete an online application at www.leyden212.org.

All applications must be submitted prior to 3:00 p.m. Saturday, June 20, 2026



Brian Mahoney, Ed.D.
Assistant Superintendent of Human Resources



Theater Operations Manager

| | |
|-----------------------------|---|
| Assignment: | 12-month IMRF |
| FLSA Status: | Not Exempt |
| Location: | East and West Leyden |
| Terms of Employment: | 12-Month Year |
| Wages: | \$35.00 per hour |
| Evaluation: | Board policy on Evaluation of Educational Support Personnel |
| Reports to: | Fine Arts Coordinator, Assistant Superintendent of Curriculum and Instruction and ESP Supervisor |

Qualifications:

- Bachelor's Degree in Theatre Technology or a related field preferred.
- Extensive scenic design and construction skills, accompanied by competency in lighting and sound design and execution.
- Extensive experience in Fine Arts productions.

Essential Job Functions:

- Ability to design, construct, and execute technical elements for auditorium events on both campuses.
- Ability to work well with others, and to assist students and staff cooperatively and courteously.
- Ability to speak in a clear and understandable manner and write legibly.
- Ability to deal effectively with people both in person and on the telephone.
- Ability to stand, walk, run, and/or climb stairs for part of the working hours.
- Ability to be aware of the security of the students, staff, and school property.
- Ability to work a flexible schedule, including but not limited to afternoons, evenings, and weekends.
- Demonstrates maturity, interest, and commitment to supporting program students.
- Experience in cross-cultural settings with the ability to relate to diverse student backgrounds.
- Proficient in Google Suite, and production applications; QLab, Eos, CAD/Vectorworks, Dante, and other relevant software programs.

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- Reliable and punctual, with the ability to meet daily attendance requirements.
- Maintains confidentiality regarding all student and staff records, concerns, and disciplinary matters.

Performance Responsibilities

- Collaborate with the Fine Arts Coordinator and District Office Supervisor to plan Fine Arts/Auditorium calendars.
- Coordinate with event planners to prepare and oversee all technical requests.
- Attend all Fine Arts meetings as needed.
- Manage all aspects of the auditoriums and related spaces for both day use, classes, events and performances. and rentals. This includes setup, breakdown, preparation, arrangement, monitoring, and maintenance of all auditorium areas & equipment. Prepare and maintain an inventory of all theater and stage equipment, including, but not limited to:
 - Lighting and related equipment
 - Follow spots
 - Hand and power tools
 - Costumes
 - Properties (furniture, etc.)
 - Sound equipment
 - Inventory of stocks flats, platforms, etc.
- Authorize check-out of equipment for use in other areas of the school or to other groups outside the district who receive approval. Follow up and return all equipment promptly.
- Ensure the auditorium and related facilities and their equipment are in good working order and remain within the budget. Tasks include repairing or replacing worn-out, unsafe, or damaged equipment, scheduling preventive and routine maintenance, maintaining an adequate supply of specialized consumables, and scheduling inspections to maintain compliance with state safety codes. Recommend replacement equipment when appropriate.
- Ensure that theatre spaces are clean and organized daily for the safety of the students, staff, and the public.
- Maintain general repair of theatre spaces and stagecraft equipment, ensuring equipment is in good working order, staying within budget, and, when necessary, obtaining approval for specific repairs. Including but not limited to.
 - Lighting instruments (tuning and maintenance)
 - Sound equipment maintenance
 - Curtain maintenance and repair
 - Fly system inspections
 - Stock flat maintenance
 - Hand and power tool maintenance
 - Shop/work area maintenance and organization.
- Create and update procedures that help maintain the equipment in the Auditorium.
- Train and supervise student assistants in the use of appropriate equipment and safety procedures.
- Attend all production-related meetings to assist with developing a schedule, planning for supplies, and ensure all deadlines are met.

“Doing what’s best for the kids.”

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- Perform additional duties as requested by the Fine Arts Chairperson or District Office Supervisor.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, bend, write, type, speak, and listen. In addition, the employee may occasionally be required to bend, twist, reach and climb. Specific vision abilities required by this job include close, peripheral and distant vision. Ability to work in an office environment, sitting, standing, light lifting, filing, operating office machines and computers, communicating with staff and others. Occasional lifting, otherwise non-demanding physical office activities.

The noise level in the work environment ranges from quiet/moderate to loud. The employee is frequently required to interact with the other staff. The employee is directly responsible for the safety and well-being of students.

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Reviewed and Agreed to by:

Employee Signature

Date

Revised: 6/2026

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Benefits Overview

Introduction & Eligibility

At Leyden High School District 212, we offer comprehensive and competitive benefits to eligible employees and their spouses/dependents, promoting happy and healthy lifestyles and a good work-life balance. Employees can enroll themselves and their spouses/dependents upon hire, during open enrollment, or after a qualifying life event.

This benefits overview outlines D212's benefits, including enrollment details and tips for maximizing your experience. Our program features medical, dental, and voluntary vision plans; flexible spending accounts; life insurance for you and your dependents; and optional voluntary benefits like Accident and Critical Illness.

D212 provides a flexible benefits package that can be customized to fit your needs. Some benefits are shared in cost with employees, and many are paid pre-tax, reducing your payroll taxes.

After your initial eligibility period, you can only make changes during annual enrollment or after a qualifying event, such as marriage, death, birth, or adoption.

Eligibility:

All employees working 30+ hours per week can participate in our benefits program; including medical, dental. Employees working 20–29 hours per week can participate in any of our voluntary benefit offerings.

You may cover yourself and eligible dependents, including your spouse and dependent children. Non-military dependents can be covered until age 26, regardless of residence or student status. Dependents who have served in the U.S. Armed Forces can be covered until age 30, but must reside in Illinois.

Insurance Benefits

Medical

Preferred Provider Organization (PPO) | BlueCross BlueShield of Illinois

A PPO plan offers the freedom to receive care from any in- or out-of-network doctor, specialist or hospital without a referral. You have a deductible to meet and once the deductible is met, coinsurance (or the cost share between you and the carrier) kicks in. The types of medical services that accumulate towards your deductible are inpatient hospital stays, outpatient surgeries, labs (blood work) and x-rays (MRIs, PET scans, CT scans, etc.). If you go to the doctor, see a specialist, utilize the ER or take a prescription drug, you'll pay a copay for those specific services. Copays do not accumulate towards your deductible but they do accumulate towards your overall out-of-pocket maximum.

BlueChoice Options (BCO) | BlueCross BlueShield of Illinois

With a three-tier plan, you have access to a large network of doctors and hospitals, but you also have the chance to save money by utilizing a smaller network.

Tier 1 offers the lowest out-of-pocket costs if using a contracted provider in the BlueChoice Options (BCO) Network. This network covers the Chicago Metro areas in Illinois with contracted providers in Cook, Lake, McHenry, DuPage, Kane, Grundy, Kankakee, Kendall and Will Counties. Be sure to check with BCBS to confirm your provider is participating in this network, or you may incur higher out of pocket expenses. Tier 2 has higher out-of-pocket costs, but is still considered in-network if you use a provider within the larger network. If you reside outside of Illinois, you will be covered at the Tier 1 benefit when you utilize a provider that participates in the Tier 2 network. It's important to check with the carrier if you live in close proximity to the Illinois border because this may not apply.

Healthcare Account (HCA) | BlueCross BlueShield of Illinois

D212 provides an HCA to all employees enrolled in the BCBS of IL Medical PPO Plan or the Medical BCO Plan. Every July 1st, \$300 is deposited into the employee's HCA and these funds can be used to satisfy your deductible or out-of-pocket costs. Any unused funds will be rolled over to the following plan year.

Dental

Preferred Provider Organization (PPO)

This type of dental plan allows the flexibility to select any dentist in-network or out-of-network. By staying in-network, the contract between your dentist and insurance carrier will make your annual benefit period maximum last longer.

Dental coverage focuses on preventive and diagnostic procedures in an effort to avoid more expensive services associated with dental disease and surgery. The type of service or procedure received determines the amount of coverage for each visit. Each type of service fits into a class of services according to complexity and cost.

Voluntary Vision

Vision insurance helps offset the costs of routine eye exams and also helps pay for vision correction eye wear, like eyeglasses and contacts, that may be prescribed by an eye-care provider.

By accessing in-network vision providers, you're able to reap the benefit of true vision insurance coverage. You're eligible for an eye exam and lenses or contact lenses every 12 months and frames every 24 months. Out-of-network providers will merely offer you an allowance towards your vision services.

Medical Plan Options – PPO & BlueChoice Options

| | PPO | | BlueChoice Options | | |
|---|----------------------------------|------------------------------|---|-----------|------------------------------|
| | PPO | Out-of-Network | BlueChoice Options | PPO | Out-of-Network |
| | | Balance Billing May Apply*** | Tier 1 | Tier 2 | Balance Billing May Apply*** |
| Deductible | | | | | |
| Individual | \$300 | \$300 | \$300 | \$600 | \$1,200 |
| Family | \$700 | \$700 | \$700 | \$1,400 | \$2,800 |
| HCA (Healthcare Account) | | | | | |
| | \$300 (deposited every July 1st) | | \$300 (deposited every July 1st) | | |
| Coinsurance | | | | | |
| | 100% / 80% | 80% / 70% | 100% | 90% / 80% | 60% |
| Out-of-Pocket Max | | | | | |
| Individual | \$400 | \$2,400 | \$400 | \$2,400 | \$4,800 |
| Family | \$1,100 | \$7,100 | \$1,100 | \$7,100 | \$14,200 |
| Physician Services | | | | | |
| | In-Network | | In-Network | | |
| Preventive Care** | Covered at 100% | | Covered at 100% | | |
| Primary Care Visit | 80%* | | 100%* | | |
| Specialist Visit | 80%* | | 100%* | | |
| Diagnostic Test (x-ray/blood work) | Covered at 100% | | Tier 1: 100%* / Tier 2: 90%* | | |
| Imaging (CT/PET scan, MRIs) | Covered at 100% | | Tier 1: 100%* / Tier 2: 90%* | | |
| Inpatient Hospital | Covered at 100% | | Tier 1: 100%* Tier 2: 90%* (Physician Fee) & 80%* (Facility Fee) | | |
| Emergency Room | \$150 copay/visit | | \$150 copay/visit | | |
| Urgent Care | Covered at 100% | | Tier 1: 100%* / Tier 2: 80%* | | |
| Pharmacy Copay (In-Network)^ | | | | | |
| Separate Out-of-Pocket Maximum for Rx - Individual: \$750 / Family: \$2,250 | | | | | |
| Retail (30 Days) | \$5 / \$20 / \$40 | | \$5 / \$20 / \$40 | | |
| Mail Order (90 Days) | \$10 / \$40 / \$80 | | \$10 / \$40 / \$80 | | |
| Specialty | \$150 | | \$150 | | |

*Coinsurance percentage that applies for the insurance company after the deductible has been met

**Please review the BCBS of IL Preventative Care Guidelines; not all preventative care is eligible. Eligible services are based on age and gender and follow federal requirements.

^Pharmacy benefits are managed through CVS Caremark; not BCBS of IL

***The amount the plan pays for covered services is based on the allowed amount. If a provider charges more than the allowed amount, you may have to pay the difference.

| Payroll Deductions – Total Monthly Cost | PPO | BlueChoice Options |
|---|----------|--------------------|
| Employee Only | \$222.74 | \$209.59 |
| Family | \$579.12 | \$544.94 |

Dental & Voluntary Vision Plan Options

| Plan Details | Dental – PPO |
|--|------------------|
| Network | Metlife PDP Plus |
| Individual Deductible | \$0 |
| Family Deductible | \$0 |
| Preventive Coinsurance | 80% |
| Basic Coinsurance | 80% |
| Major Coinsurance | 50% |
| Annual Plan Maximum | \$2,000 |
| Orthodontia Coinsurance (Child Only; to age 19) | 50% |
| Orthodontia Lifetime Maximum (Child Only; to age 19) | \$800 |
| Out-of-Network benefits are based on Reasonable & Customary Fees | |

| Plan Details | Voluntary Vision |
|---|--------------------|
| Network | Metlife VSP Choice |
| Exam Copay | \$10 |
| Material Copay | \$25 |
| Exam Frequency | Every 12 months |
| Lenses Frequency | Every 12 months |
| Frames Frequency | Every 24 months |
| Out-of-Network benefits are based on reimbursement schedule | |

| Payroll Deductions – Total Monthly Cost | Dental PPO | Voluntary Vision |
|---|------------|------------------|
| Employee Only | \$62.63 | \$8.61 |
| Family | \$160.63 | \$20.22 |

Flexible Spending Account (FSA)

Accounts that allow you to save money on a pre-tax basis to pay for qualified medical, dental, and vision expenses, dependent care expenses, and transit and parking expenses you may incur throughout the year. The money you put into your FSA is done so on a pre-tax basis. This means you are lowering your taxable income and also not paying taxes when the money is used for qualified expenses.

You're eligible to contribute to a Health Care FSA, a Dependent Care FSA, a Transit and Parking FSA. IRS maximums apply. Funds must be used for qualified expenses to avoid penalty.

The maximum you can elect to contribute in 2026 is \$3,400 for Health Care FSA, \$7,500 for Dependent Care FSA, and \$340 for each Transit and Parking FSAs.

Other Benefits

Basic Life & Voluntary Life and AD&D Insurance

Basic Life Insurance helps ease your loved ones' financial burden. To support your family financially in the event of your death, D212 offers a basic life benefit. Full-time 12-month staff have a benefit amount of \$25,000, while full-time 10-month staff have a benefit amount of \$20,000.

The cost of the basic life benefit is 100% paid for by the company.

If you need additional coverage, voluntary life and AD&D insurance is available with a variety of election amounts to choose from. This coverage can be extended to you, your spouse, and your dependents. Please note, this benefit is fully paid by you.

| Voluntary Life and AD&D Insurance | | | |
|-----------------------------------|------------------------|-----------------------|-----------------------|
| | Employee | Spouse | Child |
| Benefit | Increments of \$10,000 | Increments of \$5,000 | Increments of \$5,000 |
| Maximum Election | Up to \$500,000 | Up to \$50,000 | \$5,000 |
| Guarantee Issue* | \$150,000 | \$20,000 | \$5,000 |

*Guarantee Issue applies to new hires only

Voluntary Accident

This policy helps cover out-of-pocket accident costs by paying benefits for each covered injury and treatment, and it pays in addition to any medical plan.

| Covered Accident | Associated Payout |
|--------------------------------|-----------------------|
| Emergency Room Visit | \$150 |
| Initial Hospital/ICU Admission | \$1,200 / \$2,000 |
| Hospital/ICU Confinement | \$250 / \$500 per day |
| Fractures & Dislocations | Up to \$5,000 |

Voluntary Critical Illness

Critical illness insurance offers a lump sum cash benefit if you or a loved one is diagnosed with a covered condition like heart attack, stroke, or cancer. It provides financial support to focus on recovery and pays benefits independently of your medical plan.

| | Employee | Spouse | Child(ren) |
|----------------------------|--|----------|------------|
| Coverage Increments | \$10,000 | \$5,000 | \$2,500 |
| Maximum Benefit Amount | \$20,000 | \$20,000 | \$10,000 |
| Guarantee Issue Amount | \$20,000 | \$10,000 | \$10,000 |
| Benefit Reduction Schedule | 65% of the original amount at age 65 50% of the original amount at age 70 | | None |

See policy for additional benefits, policy conditions, and limitations.

Supplemental Life and Dependent Life and AD&D rates, Voluntary Accident, and Voluntary Critical Illness rates will be calculated based on your demographics when enrolling in Employer Navigator.

Carrier Information

| Medical Plans | |
|---------------|--|
| Carrier | BlueCross BlueShield of Illinois |
| Website | www.bcbsil.com |
| Phone Number | See ID Card |

| Dental & Vision | |
|-----------------|--|
| Carrier | MetLife |
| Website | www.metlife.com/mybenefits |
| Phone Number | (800) 275-4638 |

| Basic Life & Voluntary Life AD&D | |
|----------------------------------|--|
| Carrier | BlueCross BlueShield of Illinois |
| Website | www.bcbsil.com/ancillary |
| Phone Number | (800) 778-2282 |

| Prescription Drugs | |
|--------------------|--|
| Carrier | CVS Caremark |
| Website | www.caremark.com |
| Phone Number | (866) 526-9092 |

| Flexible Spending Accounts | |
|----------------------------|--|
| Carrier | Flex |
| Website | www.myflexaccount.com |
| Phone Number | (866) 472-5351 |

| Voluntary Accident & Critical Illness | |
|---------------------------------------|--|
| Carrier | BlueCross BlueShield of Illinois |
| Website | www.bcbsil.com/ancillary |
| Phone Number | (800) 778-2282 |



NOTE: This Benefits Summary is merely intended to provide a brief overview of your employer's employee benefit programs. Employees should review the employee handbook and actual plan documents for the precise terms of such programs. In the event of any inconsistency between this Benefits Summary and such governing documents, the governing documents will control. Your employer reserves the sole and absolute discretion and right to interpret, apply, amend, discontinue or terminate, without prior notice, any and all of the benefit programs referenced herein. Voluntary plans are individual policies and are not considered sponsored or endorsed plans by your employer. See a benefit counselor for your customized quote for any additional benefit programs.